

7.3 Personnel Actions Resulting From Reorganization

The following principles should be considered when processing personnel actions as a result of any reorganization.

1. When reorganization creates an entity (Cabinet, Department, Office, Division, Branch, Section, or Unit), that is a new organization, the position that heads that organization is new. Therefore, in order to fill the management position of that new entity, an employee cannot be “reorganized” or “number changed” into a management position. The management position should be designated with a 001 employee number. It can only be filled by appointment, promotion, transfer, or demotion. The Personnel Cabinet will not approve an attempt to place an individual into a new management position through reorganization.
2. When reorganization combines two or more existing entities into a single entity, in effect the two are abolished and one is established. The same principles outlined in #1 above apply.
3. When reorganization renames an existing entity but does not change the level of that entity within the organization, there will be no change in the management position or its incumbent.
4. If reorganization results in the abolishment or combining of one or more entities, all positions in those organizational entities will have to be addressed. This will be accomplished by moving them to a new organizational entity indicated in the reorganization order; moving them to a different organizational entity indicated in the reorganization order; or, otherwise by promotion, transfer, demotion, or layoff. All employees that are in positions which are given a position number change due to reorganization will be moved in their current classification with their current position description on the effective date of the reorganization. No positions will be reclassified to another class on the effective date of the reorganization.
5. If there is a permanent and material change in the duties and responsibilities of the position after the position is moved, the agency should redefine the position and submit the position description and P-1 to reclassify the position based on those new duties and responsibilities. This should occur within two pay periods of the effective date of the reorganization.